



HQ UNITED STATES AIR FORCE ACADEMY

Supplement 1

20 March 2000

Information Management

**RECORDS DISPOSITION--
PROCEDURES AND RESPONSIBILITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available electronically on the USAFA WWW site at <http://www.usafa.af.mil/scs/afapbf.htm>.

OPR: 10 CS/SCBD (Mr. James J. Jurasek)
Supersedes AFI 37-138/USAFA Sup 1,
4 December 1994

Certified by: 10 CS/SCB (Major George Vicari)
Pages: 4
Distribution: F

3.1.2. When a prescribing directive conflicts with disposition standards in AFMAN 37-139, contact the Records Management and Admin Comm Section (10CS/SCBDR) for clarification. Retain the records in question pending resolution. When writing local publications (operating instructions, instructions, supplements, etc.), do not include record retention or disposition instructions. Always refer to AFMAN 37-139 for appropriate retention and disposition instructions.

Table 3.1. Note 2. Approval is granted to follow this procedure.

Table 3.1. Note 6. Permission is granted for offices of record to retain small volumes of 2-year records in their current files until eligible for disposal or retirement provided additional filing equipment is not required. If reference requirements justify, submit a request for a waiver to retain other records in the current file area for the full retention period of up to 8 years. Submit the request, using the format at Attachment 1, through your Functional Area Records Manager (FARM) to 10CS/SCBDR. Approved waiver must be revalidated every 2 years.

3.2.2.1. (Added) Records of Historical Value. Records that may have a significant impact on the history of the USAF Academy must be made available for microfilming and inclusion in the holdings of the Special Collections Division (HQ USAFA/DFSELSC). These documents include, but are not limited to, precedent files, special projects, and other documents reflecting policy formulation. Record Custodians will notify HQ USAFA/DFSELSC of any documents that may fall into this category. Personnel from HQ USAFA/DFSELSC will review the documents and, if considered of value, charge them out from the office of record, have them microfilmed, and return them in their original file arrangement to the office of record.

3.10.1. Upon expiration of the retention period, process exposed X-rays and other types of film which have been determined to contain recoverable precious metal in accordance with AFMAN 23-110 Vol. 6, Chapter 4/Sup 1, *Precious Metal Recovery Program (PMRP)*.

3.10.2.1. Erase and reuse magnetic tapes if possible. When no longer usable, dispose as trash after assuring any personal information protected by the Privacy Act is erased. Process film bearing recoverable precious metal in accordance with AFMAN 23-11- Vol. 6, Chapter 4/Sup 1. On the Academy, Privacy Act material and other paper products should be disposed of through the Academy recycling program by placing in the blue plastic containers located in offices. Clearly mark the material as Privacy Act. Originators must safeguard Privacy Act material until it is transferred to the recycling bins.

5.2.2. Accountability must always be maintained when transferring records from one office of record to another. The transferring office will prepare four copies of SF 135. The receiving office will sign the SF 135 and retain one copy for its files. The transferring office will retain one copy and furnish one copy to the FARM and one copy to 10CS/SCBDR. 10CS/SCBDR will add the records to the receiving office's file plan and delete the records from the transferring office's file plan.

6.1.1.1. White Tuck Bottom Boxes (NSN 8115-00-117-8249) will be used for records placed in the USAFA Records Staging Area in quantity of more than ½ of a cubic foot. Do not seal the bottom with tape, as it is self-sealed when records are inserted. **DO NOT** mark on the boxes.

6.6.1. For transfers to the USAFA Records Staging Area, 10CS/SCBDI will issue detailed instructions after we review and approve the SF 135.

6.9.1. Before transferring records to the USAFA Records Staging Area, prepare one copy of the SF 135 using the following information as a guide. Complete as follows:

Block 1. 10CS/SCBDI Records Staging Area

Block 2. Enter the name of your Chief of Office of Records (COR) or FARM.

Block 3. Enter the name of your Records Custodian

Block 4. Leave Blank.

Block 5. Spell the name of your office out and type the following statement into the block: The Academy Library, Special Collections Branch, may/may not (whichever is appropriate) have access to and authority to remove items from this shipment for microfilming and possible retention of the hard copy of records listed on this form.

Column 6 (a), (b), and (c). *Leave blank*

Column 6(d). Indicate how many boxes you intend to stage, e.g., 1, 22, 37, or 73. Also, if you intend to stage bundles, indicate 1/12, 3/12, 5/12, etc.

Column 6e. Any shipments that are less than one full box should be listed as "bundle." If you are shipping more than one box, you must indicate as follows: 1/5, 2/5, 3/5, 4/5 & 5/5.

Column 6f. List only one record series and table and rule from AFMAN 37-139 per SF 135. This series should be exactly as your Files Maintenance and Disposition Plan. **DO NOT** intermingle different year records on the same SF 135. Double space between each box entry. If the series is a system of records falling under the Privacy Act, add the following statement at the end of the series description "The Privacy Act Applies."

Column 6h. Indicate the total retention period from column D of the cited table and rule (e.g., 3 years, 5 years, etc.).

Column 6i. Be sure to cite the proper disposal date in this column. Refer to the current AFMAN 37-139 to make sure the disposition schedule has not changed.

Column 6(j), (k), (l), and (m). Leave these columns blank. Forward your SF 135 to 10CS/SCBDI for review and approval prior to taking any records to the Staging Area. Upon approval, 10CS/SCBDI will assign shelf space numbers and return your SF 135 along with detailed instructions for packaging and identifying each box or bundle and its contents.

7.2.1. Transfer records to the USAFA Records Staging Area, located in the north end of building 8110, as soon as possible after the end of the year in accordance with the following schedule:

Cut Off	Transfer Period
Calendar Year	After 1 January but no later than 30 January
Fiscal Year	After 1 October but no later than 31 October
Academic Year	After 1 July but no later than 31 July
On an event	No later than 30 days after end of AY, FY, Or CY, whichever is appropriate

7.4. The USAFA Records Staging Area is open on Tuesdays and Thursdays from 0730 to 0930. Notify 10CS/SCBDI prior to bringing large shipments to the staging area or for emergency reference service.

7.9.2.2.1.1. (Added) In order to consolidate USAFA shipments to a federal record center, records to be shipped should be delivered to the staging area by 30 January.

Attachment 1**SAMPLE RETENTION OF RECORDS WAIVER MEMORANDUM**

MEMORANDUM FOR 10 CS/SCBDR

FROM: xxxxxxxxxxxxxxxx

SUBJECT: Retention of Records Waiver

1. Request permission to retain (Title of Record Series), Item Number xx on our File Plan, dated xxxxxxx, the full retention period (x years), as established by AFMAN 37-139, Table xx-xx, Rule x. Additional space and/or equipment will not be needed.
2. Justification for the requested retention is as follows:
3. The records will be destroyed or salvaged at the end of the designated retention period.

Chief of Office of Records Signature

MARK A. HOWELL, Lt Col, USAF
Commander, 10th Communications Squadron